20 July 1972

MEMORANDUM FOR: Deputy Director of Security
for Personnel Security

SUBJECT   : Annual Management Report

1. Reference is made to the Chief, Executive and Planning
Division memorandum, dated 14 July 1972, requiring submission of
an interim report by 26 July 1972 prior to the complete report
required by 3 August 1972. Pursuant to your request the following
items are submitted for your consideration in the iterim report:

SECTION II--PRIORITY IMPROVEMENT PROJECTS
FISCAL YEAR 1972

(1)   The goal to strengthen regulations and management
effectiveness concerning unauthorized retention of
classified documents, by revision of [   ] and
[   ] was achieved on 30 May 1972.

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(2)   The goal to establish a program to personally
interview all "Summer Only" employees was achieved
with the interviewing of 211 such employees in May and
June 1972. Each employee was personally advised of
his involvement with the Agency as a member of an
Agency family and he was made aware of Agency
policies with regard to personal conduct and prevelant
issues.

25X1   (3)   [   ] Briefings--(figures being compiled)

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(4)   Reinvestigation Program--(Types of cases and figures
pending)

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(5)   Marijuana and Drug Study Program relating to applicant cases. (Statistics pending)

(6)   To establish a program of education for Agency employees concerning Drug Abuse. On 13 May 1972 this Office and the Offices of Personnel and Medical Services agreed to initiate this program.

SECTION VI--PRODUCTIVITY IMPROVEMENTS
FISCAL YEAR 1972

(1)   Case control system in the Support Case Section of Clearance Support Branch has now been in effect one year. (Figures are pending)

(2)   Productivity improvement and ease of operation is noted in the area of security reviews of actions supplemental to retirement; such as letters of appreciation, medallions, awards, and the Agency Reserve Program. During Fiscal Year 1972 there were a total of 617 retirements. This change in procedures can now be considered a standard method of operation.

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Acting Chief,
Personnel Security Division